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# Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Administrative Staff, Office of Logistics

DATE: 9 July 1963

FROM : Chief, Printing Services Division,  
Office of Logistics

SUBJECT: Report of Objectives and Accomplishments

REFERENCES: (a) LI 5-500-6 dated 14 January 1958

(b) Memorandum dated 12 June 1963 from C/AS/OL, to C/PSD/OL,  
Subject: Same as above

1. The following comments on accomplishments and objectives of the Printing Services Division are submitted as required in above references:

a. Objectives not completed as of 1 July 1963.

(1) To continue investigation of new methods and processes to increase production and economy in the Division. The "Think Sessions" mentioned in previous reports are continuing to produce many helpful ideas which have been instrumental in improving production methods and coordination within the Division. These sessions will be continued.

(2) To investigate the use of mechanical means to compare perforated tape with original manuscript in order to eliminate errors and thus reduce the proofreading problem. As mentioned in the last report, this objective has become an integral part of an entirely new concept in printing. The direct result of this concept as effects a reduction in the proofreading problem is that thru the use of newly designed equipment, a basic tape is to be furnished PSD by the customer (or generated at PSD from customer copy). This tape will then be properly coded by PSD technicians and used to operate either hot metal line casting equipment (where the incidence of mechanical error is low), or automated photocomposing equipment (in which the incidence of mechanical error is almost zero). Either area in which this system will be used will be instrumental in greatly reducing the problem of proofreading.

(3) To review methods of printing the FBIS daily publication in order to improve quality and production time. The pilot program mentioned previously has resulted in further refinement in the program. PSD technicians have devised

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a system ( and a new device) which allows for use of the teletype tape coming in from the field in conjunction with its attendant print-out. The print-out is edited at FBID to indicate capitalization and, where needed, editorial changes are indicated--the copy is mark-sensed at these points. The raw tape and editorilly mark-sensed copy are run simultaneously thru this new device, which automatically prints in lower case, supplying capitalization as per mark-sensing. Where editorial changes are indicated by mark-sensing, the machine will stop automatically, the typist then types any changes indicated on copy and restarts the machine. The result is an error-free tape and master ready for the offset press at an estimated savings in typing time of approximately 50 percent and an over-all production savings for FBID of approximately 33 percent. Final FBID studies of internal procedures and equipment requirements are underway. PSD has some press equipment and the necessary bindery equipment, and pending final funds allocation, it is estimated the program can be in full swing within four to six months.

(4) To expand the use of photographic composition, particularly in connection with Monotype tables. Successful completion of this objective is dependent upon the new concept of receiving basic text tape from the customer, or when not customer furnished, generated by PSD. This tape can then be coded for use in photocomposing equipment by either of two methods: (a) use of a programmed computer, or (b) by use of manually-monitored equipment which has been designed. When this step in the production of textual material has been mastered, the more difficult problem of applying it to tabular material will be investigated. It should be noted that solving the basic text problem is necessary before the more complex tabular problem can be worked on. Progress in this area has been necessarily slow because of concentration of effort on the completion of the objective regarding FBID, mentioned in paragraph (3) above.

*Amf* (5) Rudiments of a testing facility have been established within the Division to test supplies before acceptance. This facility will be further expanded and utilized as necessary.

b. Accomplishments.

*Amf* (1) The newly designed humidity control equipment has been received and recently installed by GSA in the Press and Platemaking rooms of the South Building plant. It is expected this equipment will greatly reduce many problems which are inherent in offset printing.

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(2) The Salary and Wage Division of the Office of Personnel has completed its classification survey for the reorganization of the Division which was effected in April of 1962. A new Staffing Complement will be issued in the early part of this month.

(3) As the result of arrangements made with the Xerox Corporation, a series of training sessions were held for the purpose of training new personnel and updating present operators in the operation of the Xerox 914 copying equipment thruout the Agency. This training has resulted in better handling of the equipment with fewer service calls, and a resultant increase in the production of these machines.

(4) Since the last report PSD has conducted a thorough study of methods and procedures for production of the NIS with a view of speeding up production and reducing costs. The study resulted in a number of worthwhile recommendations, some of which have already been implemented and others waiting approval of OBI. If all recommendations are approved, there should be a decided reduction in in-plant production time and also in time required by OBI in preparing and processing the NIS.

(5) Within the past six months the volume of work in the OCI plant has increased considerably. Much of this extra work requires T/KH and BYEMAN security clearances. All Plant No. 4 personnel and several stand-by employees of Plant No. 3 have been given these clearances.

c. Objectives.

(1) Plans are underway to combine the Visual Aids Unit formerly assigned to the DD/S and the Support Branch, formerly assigned to AS/OL, which were recently acquired by PSD and renamed the Graphics and Visual Aids Staff. When additional space is available (approximately August 1963) for equipment, it is planned to relocate the two employees in Quarters Eye to GD-79 Headquarters Building. This will be a very well equipped and competently manned Staff and should be able to handle any visual aid requirements which may arise.

(2) A special requirement recently levied on PSD by the Soviet Russia Division has necessitated the acquisition of \$136,000 worth of additional photographic processing equipment and additional personnel to man it. Some of the equipment has already arrived with the balance expected shortly. Additional personnel are in the process of

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being brought on board and plans have been made to institute a second shift [ ] PSD has been working closely with officials of SR Division in an effort to make the operation as efficient as possible.

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7 (3) As mentioned in paragraph (5) of Accomplishments, the workload of the OCI plant has greatly increased. It will be necessary to have the plant completely staffed at all times and action has been taken to obtain additional ceiling. Personnel are being processed in order to keep this plant fully operational at all times.

✓ (4) To supply more efficient methods to all types of printing--especially that of NIS. This involves the use of customer-prepared tapes for operating line casting equipment or photocomposing equipment. One Friden machine is in a testing program in OCI and two additional machines are being fabricated by Friden. This objective may involve the use of Agency computer center facilities and acquisition of a photocomposing machine awaits the completion of necessary feasibility studies.

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